

APPROVED SEPTEMBER 23, 2009

At 7:05 PM Chairman Charles Kimball called the meeting to order. Budget Committee members present were Charles Kimball, Andy Kohlhofer, Michael Nygren, Pat Martel, Laurie Leveille, Selectman Donald Gates, Jr., School Board Member Peg Pinkham, Town Administrator Heidi Carlson, and Recording Secretary Jeanne Nygren.

Chief Richard Butler came into the meeting. Kimball wanted to start Fire and Rescue Budget before any other business. Nygren motioned that starting next week that the Budget Committee keep the first 15 minutes of the meeting open for committee members to go through and to approve minutes. Gates seconded. The vote was unanimous 6-0.

4220 FIRE RESCUE DEPARTMENT**1-4220.001 Office & Cleaning Supplies \$1,000**

Routine station cleaning & office supplies including: printer cartridges, paper, computer supplies, postage and miscellaneous items.

1-4220.003 New Fire Equipment \$14,700

This line item includes the purchase of a new Thermal Imaging Camera. The current camera is older technology and requires regular maintenance to ensure full operation on scene. This line is up for the cost of the new camera proposed, estimated at \$10,000 to \$12,000 depending on the purchase. This also includes other incidental items of replacement equipment including nozzles, hand tools, saws, etc.

1-4220.004 Gas, Fuel & Oil \$3,330

This line item is based on the anticipated rise in fuel cost and the increase in call volume. This includes diesel fuel and gas for all vehicles and equipment including saws, generators, etc.

1-4220.005 Administrative Salary \$25,000

This line item compensates the Fire Chief for his time and duties. The Chief is not included in the point compensation plan (1-4220.300). Administrative salary is budgeted based on an average of 20 hours per week.

1-4220.006 Books & PR Material \$1,568

This includes the purchase of educational training magazines and PR materials for Fire Prevention Week and additional community prevention and safety programs. Added funding will allow more community work with Fire Prevention and EMS Week.

1-4220.007 Protective Gear & Uniforms \$10,000

We purchase three sets of new gear annually if there is sufficient funding (provides replacement of worn or damaged gear). Gear is purchased for new members once they reach the end of probation status, become certified Firefighter I and satisfy all other criteria set by the Fire Association and Department.

1-4220.008 Inspections & Consultations \$450

This line is used when the Department is required to utilize the services of an outside consultant on complex projects. This may include a fire protection engineer, or neighboring FT Inspector.

1-4220.009 Communications \$7,200

The purchase of communication equipment for new members and the maintenance on the Department's communication equipment. This includes repairs, battery replacements, and reprogramming when necessary.

1-4220.010 Mileage \$500

Mileage is reimbursed for members when using their personal vehicles while attending training and classes out of town. Classes are held statewide but an attempt is made to keep training local whenever possible.

1-4220.011 Forest Fires \$600

Allowance is for replacement of foam suppression material used at a forest fire, valued at approximately \$65 per pail. The State of NH may reimburse 50% of the cost incurred in forest fire suppression.

1-4220.012 Dispatch Services \$7,020

This figure is an estimated annual amount of our contract with Raymond Dispatch. This is equivalent to \$20 per day for all of their daily assistance, requests for burn permits, etc. The calculation is done by the Town of Raymond, on a per capita basis.

1-4220.013 Fire Training \$5,400

Current cost of firefighter certifications ranges from \$450 to \$1,600 depending on location, instructors, and availability of state and federal grant programming. This also covers the cost of hiring outside instructors, training props and supplies such as propane, etc.

1-4220.014 Weekend Duty Officer \$3,900

This line covers a weekend duty officer to be on duty starting Friday evening until Monday morning. The duty officer handles burn permit requests, weather related incidents and other miscellaneous calls.

1-4220.015 Hazmat Update \$1,500

Allowance has been made to replace supplies that are used to stabilize and contain spills and or leaks. Insurance will pay to replace these items if the responsible party can be identified.

1-4220.017 Hepatitis B & Worker Health \$2,000

This line provides the required vaccinations for new members. Titers are needed approximately every five years to test effectiveness of the vaccine. A plan is set up with Exeter Hospital Occupational Health to provide these services.

1-4220.034 Dues & Memberships \$2,018

NFPA membership is \$234 annually. The Seacoast Chief Fire Officer's Association is \$75. START Team (Hazardous Materials) Membership is \$900. Interstate Emergency Unit dues are \$100.

1-4220.035 Conferences \$800

This figure allows members to attend conferences to keep up to date with changing tactics and protocols. These conferences allow EMS members to meet the required 48 hours of continuing education for their recertification every two years.

1-4220.101 Clerical \$1,000

This is for department office work such as filing, typing and other office duties. This has been reduced based on the Chief assuming more of these duties.

1-4220.103 Telephones \$2,000

This includes annual costs of two voice lines to the station, one dedicated emergency line, and their calling service plans. Also, there is an annual cost of the tower data line which is our radio link to Raymond Dispatch.

1-4220.104 Hydrant & Cistern Maintenance \$1,500

This covers the cost of electricity for pump and lights at the well house on Main Street and the maintenance and operation of other water sources in town.

1-4220.105 Equipment Maintenance \$5,175

There are requirements per NFPA 1932, NFPA 1962, and NFPA 1911 for planned maintenance of SCBA's, ladders, pumps and hose, and the testing and certification of breathing air systems for SCBA's. This also provides for basic equipment maintenance (saws, generators, and other miscellaneous items).

1-4220.107 Equipment Repairs/Equipment and Apparatus \$3,800

This figure covers unanticipated repairs for Fire and Rescue equipment and vehicles.

1-4220.109 Equipment Preventive Maintenance \$3,700

Preventative maintenance includes: oil changes, state inspections (twice per year), replacement batteries for all vehicles and equipment, and other general maintenance items.

1-4220.200 Rehabilitation Supplies \$ 250

This new line item is for providing drinks and food for members when working for any prolonged period of time at extended operations (weather emergencies, structure fires, lengthy brush fires).

1-4220.300 LOSAP & Stipend \$65,525

This is an annual sum budgeted for a compensation plan for our call "volunteers." The funds are used on a stipend year of November 1 to October 31. Points are awarded for participation at trainings, meetings, calls, and certifications. The LOSAP program provides for a retirement stipend to eligible members.

1-4220.309 Special Details \$3,500

This line is for reimbursement for members participating in special assignments such as the Grass Drags. These funds are reimbursed to the general fund.

1-4220.402 Medical Supplies \$2,000

This line item covers non-replaceable items, oxygen equipment, and required supplies needed for medical bags, including all suction equipment, latex and non-latex gloves, IV supplies, ECG electrodes, bandaging, gauze, etc, and pocket masks and other personal safety gear (N-95 masks). Some medical supplies are replaced from Raymond Ambulance Inc Stock, when possible on scene.

1-4220.403 New EMS Equipment \$2,200

This line is for new medical equipment to outfit medical bags for new members. These medical bags include oxygen tanks, regulators and other new equipment essential to providing medical care on scene. This line also provides replacement of old/worn-out equipment as needed.

1-4220.413 EMS Training \$4,900

A bi-annual refresher training program (RTP) is required for all EMT's at a cost of \$150-\$200 per licensee. This includes an allowance for some outside training for members, as well (cost of instructors, or other training). The current cost of an EMT class is approximately \$700. State testing fees are also applicable to each new and recertifying EMT of approximately \$40 per person. The Department is planning to be able to provide additional training, both in-house and advanced certification for those members who are willing and able to do it.

1-4220.509 Medical Equipment Maintenance \$750

Oxygen system maintenance contract.

1-4220.800 Computer Software and Support \$850

Fire House Software for NFIRS Reporting (\$400 annual software support contract) as indicated. This figure includes software updates and support services.

TOTAL DEPARTMENT REQUEST FIRE RESCUE \$184,136

Excerpt from the Selectmen's Meeting minutes of 09/03/2009 for Selectmen recommendations:

Selectmen reviewed the budget in an effort to get it to the same level as 2009. To that end, Gates suggested the following reductions:

Reduce 003 New Equipment by \$1,000; reduce 004 Gas, Fuel and Oil by \$300; reduce 006 Books, PR and Subscriptions by \$68; reduce 009 Communications by \$1,000; reduce 013 Fire Training by \$400; reduce 300 Volunteer Stipend by \$500 to \$65,025; and reduce 413 EMS Training by \$400 to \$4,500. He said this reduces the budget by \$3,338; bringing it in at \$7 less than last year.

Hunter then suggested the following changes to conform more with what had been spent in prior years:

001 Office and Cleaning Supplies down \$250 to \$750; 009 Communications down \$1,700 to \$5,500; 010 Mileage in half down \$250 to \$250; 015 Hazardous Materials Update down \$750 to \$750; 017 Worker Hep B down \$950 to \$1,050; and 104 Cistern maintenance down \$1,000 to \$500.

Hunter said the he does not like cutting safety items, and said these cuts will hurt the Department.

Gates made a motion for the Selectmen's recommendation on the Fire Rescue Department budget to be \$179,236 based on the recommended reductions offered by Hunter. St Germain seconded and the vote was 2-0-1 with Hunter abstaining.

TOTAL SELECTMEN'S RECOMMENDATION FIRE RESCUE \$179,236

Kohlhofer asked the question on line 4220-003 New Fire Equipment did we get the SCBA and brackets that was on the agenda from last year. Butler asked did he mean the heads up display and Kohlhofer said yes. Butler said he got them and all the updates have been done.

4220-007 Protective Gear Kohlhofer said that hasn't been spent yet. Butler said that there is gear on order now pending payment when it arrives. Gates asked if there was anyone in the academy. Butler said there were six people currently in training and two will need to get new gear upon completion. Gates asked what the cost to outfit a firefighter is. Butler said about \$1600.00 for coat and night hitch, \$225.00 for boots, Class A uniform, hood and gloves and by the time you are done its about \$2800.00 each person.

4220-008 Inspections & Consultations Kohlhofer said that hasn't been spent either. Butler said that is used if they need to have any outside people brought in and this does happen at times. Last inspector that came in we didn't have money to pay for them. Butler said if a fire protection engineer or sprinkler engineer is needed to go over plans, provide cistern information, etc. that is when it will be used.

4220-009 Communications is also not spent Kohlhofer said. Butler said that pagers are on order, half has been spent already. The Selectmen cut back to \$5500. Carlson said the detail is on the end of the department sheet. Gates stated that the bottom line Selectmen's recommended budget for the FRD was \$179,236.

4220-101 Kohlhofer asked about the clerical line and this hasn't been spent and asked if we did not have a clerk. Butler said Betty Stanley had been doing this last year and this year she is not working as much. When Chief Heselton retired she stopped doing some work and she also retired. Butler has been picking up this work and he has been doing most of it. Kohlhofer asked that with the money in the budget would they need to hire someone part time to do this.

Nygren said looking line item by line item at the 2008 appropriation (\$182,275.) against what was spent (\$137,000) and what is appropriated in 2009 and that now it is going up again (\$184,000) that you are

expecting to spend another \$47,000 from last year what was spent. Butler said last year was a transitional year. Nygren said you are in a default budget and to get the \$25,000 in salary line that items had to be moved. He asked did you add money back into these line items. Butler said some of them were cut and some were added. He continued to say that when he started last year this wasn't technically his budget it was Chief Heselton's. Butler ran on minimums and he didn't spend on some of the things Heselton had planned. Nygren asked is it unreasonable to request and that Butler be stingy again because the Town doesn't have money. Butler asked if he was serious. Nygren said he understands there is equipment that is needed but when you start moving money to satisfy one need it shows that you might have needed it there but ended up that you really don't. Butler cited the recent fire in Town that they had to use a pump truck for 17 hours and now it has to be serviced. The service is usually done every two years but now this is an unexpected expense that has to be done. Nygren said if you didn't plan for it where would you take it. Butler said if he didn't have it in a line item he would have to find it in another line and go to the Selectmen for approval to move it around.

Pinkham came in at 7:20 PM. She stated that the financial report has been sign off by the School Board and was sent to the State on Monday.

Kohlhofer asked about the repairs to the building of the flooding in the bays when the water runs under the door due to pitch. Carlson said there isn't any money planned for this. She is having the cleaning of the ducts reinvestigated and getting the price updated. Carlson said there are some mold issues at the complex, thus the duct cleaning being looked into.

Kohlhofer asked about the future expansion of the second floor that was made on the FRD mission statement and is there any money being put aside for that building? Carlson said no there is nothing. Carlson would like to write an article for the public to better understand the Capital Reserve Fund spending and this may create a problem in the future when a cruiser, fire truck, highway truck etc needs to be purchased. Kohlhofer said the public needs to be made aware the importance of this.

Kohlhofer asked about buying foam for forest fires and is that what is put into the tank of the trucks. Butler said this goes on the forestry and they just purchased 35 gallons of foam on the engine that was used at a recent fire on Pollinger Road plus another 15 gallons that was in the station. He does not have the bill for what was ordered to replace this foam.

Gates felt possibly charging this back to the homeowner's insurance company makes sense. Butler feels that by paying taxes covers fire protection, police protection, etc. Kimball said Kingston and Epping bill the insurance company for ambulance services and they accept what the insurance company offers them.

4220-006 Books and PR material Kohlhofer asked what additional prevention programs. Butler said for Fire Prevention Week material for upcoming school and day care center safety programs at Barnyard Buddies, Country Club for Kids, Ellis School, and Fremont Early Learning.

4220-300 LOSAP & stipend. Butler said three more people are looking to join EMS side and a few First Responders want to do EMT training. Kohlhofer asked how many are cross trained. Butler said 14 out of 33 roster and this doesn't include any auxiliary people. Kohlhofer asked are we still managing with an all volunteer fire department? Butler said yes. At the Pollinger Road fire the department worked a total of about 17 hours. Carlson said that nation-wide last year there had been an increase in fires with people using alternative heat sources due to high cost of oil.

4220-103 Telephones Kohlhofer also noticed was under spent \$3000 to \$2000. Butler said they were unsure of the new tower with the radio system what the charge was going to be.

Butler said in the LOSAP & points program there are 24 eligible for the points plan right now 18 eligible for LOSAP. The breakdown of money for officer and training stipends includes and is Deputy \$300 (2); Captain \$200 (3); Lieutenants \$100 (3). State reporting maintenance coordinator \$500; oxygen

coordinator \$500; Training officer \$500. EMS equipment maintenance \$250.; Points administrator \$500. EMS truck maintenance \$250.00. This numbers will be gone over by the Chief and updated at next weeks meeting.

Kimball stated that volunteer stipend money can't be moved anywhere it has to go back to the General Fund.

Carlson in going over some questions asked at last week meeting in the number of times the Auto Pulse was used this year. Butler said one time and it was not successful and the defibrillators used this year 3 times and one was successful. Butler didn't renew the warranty on the Auto Pulse.

Kimball asked if there were any more questions for Chief Butler, with nothing additional Butler was thanked by the Budget Committee and left the meeting at 7:45 PM.

4140 ELECTION AND REGISTRATION

001 Supervisors \$2,781

3 elections x 3 supervisors = 117hrs X \$10.30	\$1,205.10
Post election scanning of voters and required paperwork	
3 elections X 3 supervisors X15 hrs = 45 hrs X \$10.30	\$463.50
Change of party Session	
3 supervisors = 3 hrs X \$10.30	\$30.90
3 checklist correction sessions	
(required by state law) 3 supervisors = 9 hrs X \$10.30	\$92.70
1 meeting a month	
(required by SOS) 3 supervisors X 12 = 36 hrs X \$10.30	\$370.80
Town deliberative session	
3 supervisors & 3 Assistants X 4 hrs =24 hrs X \$10.30	\$247.20
Training (2 sessions)	
3 supervisors X 2 sessions X 4 hrs =24 hrs X \$10.30	\$247.20
Data entry and printing of checklists 12 hrs X \$10.30	\$123.60
Grand total hours budgeted 270 X \$10.30 = \$2781.00	

Elections

Town/School Election March 1, September Primary, November General Election. By a vote of the town the polls are now open 1 hour earlier and stay open 1 hour later. The polls are open 13 hours.

Post Election

After each election we have to enter all same day voter registrations, before we can start the scanning process. We are required to scan into the State Wide Voter Check List System, the name of each person who voted, if it is a primary what party they voted in, if it was done by absentee ballot.

Town Deliberative Session

We set up 3 tables to allow faster voter check in. Each table requires 2 people.

Change of party session

Held in June prior to the sign up period for the September primary. We are required to hold a session to allow voters to change their party affiliation

Monthly Meetings

Required by Secretary Of State Office to allow new voters to sign up, for approval of names to be added or removed from checklist, letters mailed to voters and to other supervisors.

Checklist correction sessions

Required by Secretary Of State Office prior to each election to allow voters to make changes to the checklist or to change their party affiliation.

Training sessions

The Secretary Of State Office will hold training sessions to advice of changes in the system and new requirements

002 Ballot Clerks**\$2,278**

Total of 3 elections in 2010. 2 elections x 6 clerks x \$134/day. (6 clerks for the Sept Primary and Nov general election). 1 election x 5 clerks x \$134/day. (5 clerks for the Town /School election day).

007 Moderator**\$652**

Annual salary of \$250 plus \$134 per day x 3 elections.

008 Ballots / Postage / Supplies**\$4,300**

Purchase of ballots and programming of memory card for voting machine for Town and School elections. Mailing costs (absentee ballots) and paper for checklist requests (3 elections in 2010). Printer ribbons / paper and general supplies.

009 Meals Election Officials**\$750**

Three elections

010 Computer Support & Maint**\$250**

Annual maintenance contract on the voting machine.

035 Dues / Conferences & Mileage**\$100**

Annual workshop and mileage for Moderator and Assistant Moderator. Mileage for the Supervisors for attending training / workshops as needed/required by the State.

100 New Equipment**\$200**

New Signage needed at polling place.

TOTAL REQUEST ELECTION & REGISTRATION \$11,311

Excerpt from Selectmen's Meeting minutes of 09/03/2009 regarding recommendation:

Selectmen discussed this budget and the addition of two clerks for the September and November elections. St Germain said that she had spoken with Ida Keane at the March 2009 elections, and that Keane had offered that the PTA would offer to help with the meals as a way to get more kids involved in the election process. Based on that, the Board discussed reducing the meals line by \$200; to \$550.

Hunter then moved to recommend \$11,111 for Election and Registration. St Germain seconded and the vote was unanimously approved 3-0.

TOTAL SELECTMEN'S RECOMMENDATION ELECTION & REGISTRATION \$11,111

Carlson said this budget is a compilation of information from the Supervisor's of the Checklist and the Town Clerk.

001 Supervisors-The State converted to a web base voter registration system that had a lot of training. There are update sessions that has to be attended by the supervisors. School district meeting isn't listed as the school pays for this separately. \$10.30 is the wage line shows no increase in wages. Total \$2781.

002 Ballot Clerks \$2278.00. The polls are open 2 hours longer for voters.

009 Meals election officials-\$750 the Selectmen reduced by \$200-to \$550. The PTA will be getting involved and have the children help at the polls on Election Day.

100 New equipment-new signage needed at polling places. Kohlhofer wanted to know if this is new State requirements. Carlson will find out the answer to this question.

Carlson said they had to set up a new system for the hearing or sight impaired booth. The State had put the phone line in and this booth had to be in an isolated area. The State paid for these improvements. Selectmen recommendation was \$200.00 less.

Martel asked on MS 7 we recommended \$5652. last year being default we had to go back to prior year adopted and then subtracted the new equipment \$10,375 one time appropriation. She asked what would happen if this year again we go into default and how could they do all the elections slated. Carlson said if default again this year and they need to put money back into this line then they have to get it from some other line by reallocating the funds.

Carlson asked if it is easier for her to get all the questions and bring them back next week to the Budget Committee. The Committee agreed with this suggestion.

4191 PLANNING BOARD and ZONING/LANDUSE

001 Clerical To be determined by the Selectmen 2009 = \$31,668

Consists of one full time office position servicing all Land Use Boards i.e.; Conservation Commission, Planning and Zoning Boards; 40 hours per week includes 20 posted office hours/week plus 20 hrs inclusive of all meetings; Planning Board (3 per month), Conservation Commission(2 per month)and Zoning (1-2 per month) and additional open office time. Includes each Board's clerical duties and support, maintaining the office for public assistance; support and assistance for the public relative to the various applications, recording all decisions and mylar plans, aiding the public with the FEMA Flood Insurance Program. This position has been expanded now also includes clerical support to the Open Space Committee and all secretarial functions for the Town's Cemetery Trustees.

Position is under the general direction of the Planning Board Chairman, Zoning Board of Adjustment Chairman, Conservation Commission Chairman and Code Enforcement Officer in terms of effectiveness of results. Consultation occurs with supervisors of each department on matters of unusual nature or when policy or procedures are changed for that department.

Shares space with Code Enforcement Office resulting in convenience for the public securing permit applications (building, electrical, plumbing, etc.) during times when that office would otherwise be closed. There was no increase in this line in 2009.

002 Office Supplies **\$ 1,150**

Envelopes, labels, pads, pens, tape, computer & copy paper, computer ink cartridges, markers, CD and ZIP discs, thumb drives, annual RSA Land Use Handbooks \$120; copier cartridge \$100/ea; also includes printer paper, file hanging folders, manila folders, page protectors, binders, labels and label printer cartridges, and incidental office supplies and equipment as needed.

This line remains the *same* as 2008 and 2009 in anticipation of an increase in applicants.

003 Postage **\$ 2,000**

Figure based on actual usage (average 10-12 abutters per, certified notices are up to \$5.54 each actual postage cost), reimbursed by applicants. Includes all public hearing notices mailed to applicants and abutters. Also includes the purchase of stamps as needed for correspondences.

This line was reduced in 2009 to more accurately reflect the past two years spending.

It remains flat for 2010 in anticipation of an increase in applicants.

004 Professional Services**\$4,700**

Included are costs for outside services and technical assistance for ordinance and regulations changes, updates and additions, Capital Improvement Plan (CIP) preparation and Master Plan updates. The Planning Board is now on a program of annually updating the CIP. There are currently amendments to 4 Master Plan chapters in various stages of review with at least 2 more planned for 2010. (New Master Plan chapters and updates as well as a current CIP are required by statute. There is currently a review underway of the bonding and escrow sections of the Planning Board regulations (subdivision, site plan review and excavation) by Town Engineer Dan Tatem of Stantec.

This line was reduced by \$300 (from \$5,000 to \$4,700) in 2009 to reflect the transfer of \$100 to line 006 – office supplies and \$200 to line 109 - printing). Remains flat for 2010 in anticipation of planned spending.

005 Advertising**\$ 2,500**

This line covers the expense for advertising of public meetings and hearings as required by statute. Applicants reimburse the majority of expense in this line. The Town pays for advertising of zoning changes, regulation changes etc.

This line was reduced in 2009 to more accurately reflect the past two years spending. Remains flat for 2010 in anticipation of an increase in applicants.

006 Office Equipment**\$ 200**

This is to fund warranties of the two office printers that come due at the end of the year.
Remains flat for 2010.

007 Recording Fees**\$ 150**

Miscellaneous recording charges for plan and copies from the Registry of Deeds. There is no way to project what (or how many) documents will need to be recorded and what those fees will be. This line remains the *same* as 2009 in anticipation of recording responsibilities.

010 Mileage**\$ 500**

Mileage reimbursement cost of seminars attended by members. This is mostly spent near the end of the year due to timing of incidental spending and workshop attendance.

The Town records newly approved plans and approvals. This line includes mileage round trip to Brentwood for recording plans. Reimbursed fully by applicants. Also includes round trip mileage for other Land Use Office related trips. The current mileage rate is .44/mi.

This line was increased by \$200 in 2009.

020 Matching Grants**\$ 3,000**

Review/revision of all Town Ordinances and Regulations for changes and updates necessary, this covers the Town's matching portion of grants received from the Planning Commission, State or Federal government.

RPC awards Targeted Block Grants, which is a matching fund grant where RPC pays 50% and the Town pays 50%, in amounts ranging from \$1,500 to \$3,000 for planning assistance typically for updating one or two Master Plan Chapters. The whole amount may or may not be used depending on the amount of the TBG for that year. The State sometimes offers matching planning grants also. The Town's portion must be appropriated in order to even apply for the matching grant. If it is not appropriated the Town does not qualify for the TBG (or other grant) and loses the ability for discounted assistance.

This line remains the *same* as 2009 in anticipation of a larger Targeted Block Grant and/or any other matching grant that may be offered by the State or County.

035 Training & Conferences**\$ 750**

This line covers the cost of Planning/Zoning training at various cost and participation per session.
This line remains the *same* as 2009.

109 Printing**\$ 600**

Printing of ordinances, regulations, CIP and Master Plan as needed. Some of the costs reimbursed by sale of copies of ordinances. This line was increased by \$200 in anticipation of increased printing costs for the Master Plan, but not spent because of a good printing arrangement. This was increased to \$800 last year, but the full amount was not used so it is recommended to be decreased back to last years' amount of \$600.

500 Circuit Rider Planner**\$9,900**

This is the annual contract for the Circuit Rider Planner from Rockingham Planning Commission. Hours and the Planner's time are adjusted by the agreement with the Planning Board if the Town's needs vary during the contract year. This contract is paid in two installments during the year.

This line increased in 2009 to cover three additional months due to RPC changing their contract year from the beginning of April to the end of June. Where the contract would normally have been from April 1 to April 1, this year it will go from April 1 to June 30 – fifteen months instead of twelve.

The *decrease* in this line this year reflects the normal twelve month contract. Although the hourly rate increased from \$50 to \$55, the Planning Board is recommending the same 74 hours of general assistance as 2009, but a decrease in the number of night meetings attended by the Circuit Rider from 36 to 24, thus decreasing the core service hours from 200 to 158. This reflects in an actual bottom line of \$8,690 to RPC, but the Board wishes to budget \$9,900 in anticipation of an increase for the 2010-2011 budget to cover a higher rate because RPC's contract year budget timeframe does not match Fremont's.

TOTAL PLANNING & ZONING REQUEST \$ 57,118

REVENUES \$6,000 projected revenue for the next year. This includes receipts for Sale of Ordinances, Regulations, Application Fees for Subdivisions, Site Reviews, Lot line adjustments and excavation renewals for the Planning Board and Application Fees for Appeals, Equitable Waivers, Variances and Special Exceptions for the ZBA – includes advertising, mailing cost reimbursement and administration fee for recording each approval.

Excerpt from Board of Selectmen's meeting minutes of 09/03/2009 regarding recommendations:

Selectmen discussed the budget presented last week and made some decisions on lowered recommendations on some line items in light of the slowed development. It is understood that the Postage and Advertising line items would need to increase again at such time as the activity increases.

The Board's recommendations included: reducing 003 Postage down \$1,000 to \$1,000; 005 Advertising down \$1,000 to \$1,500; 035 Training and Conferences down \$250 to \$500; and 010 Mileage down \$200 to \$300.

The Board left the matching grants and professional services the same, knowing that there could be reallocated funds from these line items if needed.

Overall the Selectmen's recommended \$2,450 reduction of the Department's request brings the bottom line total to \$54,668.

Hunter moved to support \$54,668 in Planning and Zoning. St Germain seconded and the vote was approved 3-0.

TOTAL SELECTMEN'S RECOMMENDATION \$54,668

Carlson said there are not a lot of changes in this budget. The Selectmen pulled out some things due to the economy. A change in postage and advertising with the thinking that not a lot is going to change from last year. Kohlhofer asked about the matrix and has anything been done. Carlson said no, the salaries are kept consistent with 2008 and there were no raises, COLA or merit raises. Carlson said several positions had additional work added to them. Meredith Bolduc is doing Open Space meetings as well as Cemetery Trustee meetings.

Nygren asked on professional services only \$700 was spent. Carlson said \$750 is committed for an engineering firm for update to regulations. This line item is carried year to year for grant projects separate from Targeted Grant Blocks. They do use RPC for some project work as well. This funds engineering work by the Planning Board and regulation updates. Nygren asked if this is conjunction with Rockingham County. Carlson said no they have another engineer. Nygren asked if they worked on the Master Plan. Carlson said no, they usually take that out of matching grants. They get a TGB that will fund \$2000 for some chapters. Nygren asked if this is one of the lines if you don't put money in but they don't end up using it. Kohlhofer would like to know the actual services that are being done and what they cost. Carlson said to date all expenses incurred due to inclusionary housing have been all covered by grants.

In the question asked by Kohlhofer on Work Force housing has to part of Zoning Ordinance, the first step is a build out of Town to see what lots exist. They got a CTAP grant to do this related to the I-93 project. Step 2 is the Housing Chapter of the Master Plan which they are currently working on. Third is creation of inclusionary housing ordinance which combines a lot of different items such as septic data, assessing data that had to be researched by size of lot. RPC also has some funding towards this.

They are working on 2 chapters of the Master Plan, CIP update, bonding and escrow sections and additional review on regulations. Kohlhofer said you don't know what the Federal Government is going to make you do. Carlson will get more updated information as to where they are in their processes and will bring updates to the Budget Committee.

Carlson said that printing is down as the bid on the printing of the Master Plan was less. The Circuit Rider contract is down due to the RPC fiscal year and this is back to a full year and not the 16 months paid in the prior year. Leveille asked what the Circuit Rider Planner does. Carlson said they are a consultant that assists with planning matters, and comes to the Planning Board meetings, reviews plan and offers technical advice to the Planning Board and they virtually write the chapters of the Master Plan.

Nygren asked if volunteer board members get mileage if they go anywhere. Carlson said yes, but it is also for Bolduc going to Brentwood for recording documents as well as any members attending the law lectures series, OSP conference in April and training seminars is also reimbursed mileage.

4215 AMBULANCE SERVICE**002 Raymond Ambulance****\$ 5,500**

The Town is currently working with another five-year contract with Raymond Ambulance. The Town funds the contract at a certain level, and patients are billed for billable services from Raymond Ambulance Inc. The Town has had very good luck maintaining this contract for more than 10 years.

If approved, and annual funding is appropriated, the current contract will take the Town through April 1, 2011.

The Town's contract with Raymond Ambulance is contingent on annual funding being approved by the voters. A copy of that contract is attached as part of the budget information provided.

The amount in accord with the contract would have gone to \$6,000 for calendar year 2010, but Raymond Ambulance Inc sent a letter to the Selectmen dated 20 August 2009 indicating that due to tough economic times, they would level fund their request. This will save \$500.

TOTAL REQUEST \$5,500

Ida Keane, School Board member came into the meeting at 8:25 PM.

4415 HEALTH

001 HO Stipend \$ 1,250

This amount is set by the Board of Selectmen. Annual stipend paid to the Health Officer at year end. This is shown as submitted by Health Officer.

002 Memberships & Meetings \$ 250

NH Health Officers Association membership; annual dues, (\$25?), meetings and training seminars at 3-4 annually on various topics. HO and Deputy generally attend most if not all of them

003 Mileage \$ 200 This line accounts for the reimbursement to the Health Officer and Deputy Health Officer for mileage using his/her own vehicle in the course of conducting business related to this office. Budget covers 4 events at 80 miles per event at \$.55 per mile. The phone stipend is not included as this is currently covered for the Health Officer within the Building Department Budget. The Building Inspector receives a personal phone (cell phone) stipend at \$15.00 reimbursement per month in lieu of an issued cell phone. The Board of Selectmen set the reimbursement rate per mile. IRS rate of .55 was used in the calculation.

004 Office \$ 25
Allowance for postage and mailings and minor office supplies

020 Water Testing & Supplies \$ 150
Allowance for postage and mailings and minor office supplies

100 Mosquito Control \$ -
No amount is budgeted within the Health Officer's budget for this category.

TOTAL REQUEST HEALTH \$ 1,875

REVENUE \$0: The Health Department does not generate revenue.

Excerpt from the Selectmen's Meeting minutes of 09/03/2009 regarding recommendations:

Selectmen discussed the salary line item. In 2009, Trudie Butler was the Health Officer through May, and that disbursement will be made at year end. The Board discussed that the Building Inspector was asked to take on this role due to the reduction in some of his other duties due to the economy, and that was done as a cost-saving measure for the Town. The Board did not anticipate paying out added salary for this work.

The Board decided to leave a \$250 allowance in the salary line item. The town's reimbursement rate for mileage is \$0.44; and it was decided to reduce that line item to \$150; as well as reduce the memberships and meetings to \$150.

With these updates in place, motion was made by Hunter to recommend \$725 in total for Health. St Germain seconded and the vote was approved 3-0.

TOTAL SELECTMEN'S RECOMMENDATION HEALTH

Carlson stated in 4415 Health Thom Roy has not seen this recommendation yet. The Selectmen cut back the salary line and left in the \$250 stipend if we had to pay a deputy. Roy took this on because building department has slowed down.

A positive mosquito pool was identified on Sept 4th after we sprayed. A press release is on the website with information for the public. H1N1 concern has been watched by Roy. Pinkham asked are you offering flu shots for employees. Carlson said Occupation Health (COEH) will do it for a fee. Pinkham is looking for the School staff and should they pool their resources. Carlson met with EMD directors and they were looking into when they are getting the vaccine. Membership and meetings were also reduced by prior year figures.

With respect to mosquito control Carlson is going to see if there are other vendors to compare prices. There are only 2 agencies that do this. The Selectmen have not made a recommendation on the Mosquito Control warrant article at this time.

4583 PATRIOTIC PURPOSES

001 Flags \$ 1,100

Increased number of flags being used to decorate gravesites and for parade; one set annually of new flags to fly at all town buildings and the Pratt Memorial Park and Memorial Fields; flags for kids marching at the Annual Memorial Day Parade

002 Organist \$ 100

Annual fee paid to Bertram Seaver for use of organ and sound system setup at the Cemetery/Ellis School depending on weather; serves as music and PA system for ceremonies

003 Band \$ 800

Paid to the Dunlap Highland Band for them to participate in our annual Memorial Day Parade. Reduced based on past several years charging \$800.

004 Programs & Refreshments \$ 85

Program printing costs for Memorial Day

005 Community Event \$ 250

Community event to be held during Memorial Day, and annual Veteran Open House. Cost covers some mailers sent out as well as other supplies for these two patriotic events. The annual Veteran's Day event has been ongoing since November 2005.

TOTAL REQUEST PATRIOTIC PURPOSES \$ 2,335

Excerpt from Selectmen's Meeting minutes of 09/03/2009 regarding recommendations:

There was discussion about possible cuts to this budget in the flag line. Hunter asked if that would be taking flags from children at the parade. Carlson indicated that the flag line funds only one flag for each town building annually, and the cemetery grave markers and the flags handed out at the Memorial Day Parade. There are some of the small flags held over for the annual Veteran's Day event as well.

Hunter then moved to recommend \$2,335 for Patriotic Purposes. St Germain seconded and the vote was unanimously approved 3-0.

SELECTMEN'S RECOMMENDATION PATRIOTIC PURPOSES \$ 2,335

Carlson said in budget 4583 Patriotic Purposes and there is nothing really different. They reduced down \$150 of community programs because it hasn't been spent. Kimball said to consider getting National Guard band to save money. Kimball can investigate this for upcoming events to save money in the budget.

Carlson handed out a sheet with the balances as of August 31, 2009 of Conservation Commission accounts. The total of all accounts is \$192,422.43.

4610 CONSERVATION COMMISSION

001 Photographs **\$ 20**

002 Postage **\$ 100**

004 Copies/Office Supplies **\$ 150**

005 Document Purchases **\$ 100**
Handbooks and RSA updates

006 Training & Seminars **\$ 1,000**

Includes workshops available to Commission Members. This line increased because of Members interest in attending workshops and seminars. Although there has been only \$215 spent from this line to date, it is expected that there will be more spending for workshops and seminars that are held in the fall. Typically workshops are held mostly in the spring and fall.

008 Membership Dues **\$ 300**
\$250 = NH Association of Conservation Commissions - increased last year by \$50
\$50 = SPNHF

010 Conservation Improvement **\$ 1**
Residual of budget put toward separate conservation fund (for possible future land purchase/preservation) in accordance with Statute.

020 Exeter River Local Advisory Committee Dues **\$ 150**

Dues; Participation in ERLAC activities, support of the Committee

050 Conservation Fund **\$ 1**

500 Conservation Projects **\$ 1,500**

Grants and the Conservation Funds are anticipated to fund further development in Spruce Swamp, the Town Forest areas and other conservation projects (beyond the budget as necessary). Currently underway are a

Forest and Wildlife Management Plan for Glen Oakes and a planned survey of the Oak Ridge Forest Lands will take place soon.

Remains unchanged in anticipation of near future appraisal spending.

REVENUE: -- in anticipated grants for any Conservation Project.

CLERICAL SUPPORT FUNDING IS COVERED IN THE PLANNING/ZONING BUDGET

Carlson spoke on budget 4610 Conservation Commission. There are 3 different projects that were investigated for possible purchase. One person came to them to purchase his land, and old one revisited and one they are researching. None will be brought forward and there is nothing else on the horizon. The mentioned that there is some feeling among landowners that their land isn't worth as much now and aren't interested in selling it, preferring to wait a while to see if the value goes up.

Kohlhofer said if there were a proposal to buy land and that it would have to go to a Public Hearing for input, with approval from the Selectmen.

Nygren said this is the fifth year that the bond was voted on and the money hasn't been borrowed. Carlson asked if the Kingston issue that was discussed last meeting was recent. Nygren said it was last year.

Kohlhofer said Peterborough had the same ordinance regarding property taxes with the energy devices and when their assessments were done this year the assessor said that this rule is not enforceable. This statute is not written to take into consideration the depreciation of the value of the devices being put in the home. They (Peterborough) have to have a special Town Meeting to rectify it. Nygren said there is another town challenging this as the assessors are not plumbers and don't have the expertise on the heating systems and how they are going to work. They are going back to the town to have it rescinded. The assessor is not going to judge what type of heating system qualifies.

Carlson said that the Selectmen changed the way mileage reimbursement will be done and that it has to be submitted quarterly.

Gates asked what is the percentage of our tax bill that is consumed by the School. The consensus from the Committee was 65 to 70 %.

Carlson for next week will be bringing forth the budgets of 4442 Welfare administration/Direct Assistance; 4520 Parks and Recreation, 4711/4721/4723 TAN interest and debt service for review. These budgets were passed out tonight for review.

Carlson indicated at the Parks & Recreation is down a little from last year and she would like to know if the Budget Committee wants them here next week. Kohlhofer said yes he wants to have the Parks & Recreation Department come in.

Kimball asked for a motion to approve the minutes of the September 9, 2009 meeting. Pinkham corrected one section and Kohlhofer added a word that was left out. A motion to approve these minutes with the two corrections was made by Kohlhofer. This was seconded by Gates. The vote was unanimous 7-0 in favor.

A motion to adjourn the meeting was made by Kohlhofer and seconded by Pinkham. The vote was unanimous 7-0 in favor. The meeting ended at 9:15 PM.

The next Budget Committee meeting is scheduled for September 23, 2009 at 7:00 PM.

Respectfully submitted,

Jeanne Nygren

